



Parks and Recreation ♦ 4811 North Saginaw Road ♦ Midland, Michigan 48640 ♦ 989.837.6930 ♦ 989.835.5651 Fax ♦ www.cityofmidlandmi.gov

April 30, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Public Services Director

SUBJECT: Parks and Recreation Commission Meeting of May 6, 2015

The regular meeting of the Midland Parks and Recreation Commission has been scheduled for Wednesday, May 6, 2015. The meeting will be held in Council Chambers of Midland City Hall at 333 W. Ellsworth and will begin at 7:00 p.m.

The agenda for the meeting is as follows:

- 1) Call to Order
- 2) Pledge of Allegiance
- 3) Roll Call
- 4) Minutes of meeting of March 3, 2015
- 5) Call to Audience
- 6) Barstow Woods follow up discussion
- 7) City Forest end of season report
- 8) Beautification Advisory Committee Rules of Procedure
- 9) Bandshell usage report
- 10) Project Report
 - a. Thrune Park
 - b. Fun Zone train and fire truck
 - c. Arbor Day partnership with the Dow Gardens
- 11) Old Business
- 12) New Business
- 13) Adjourn



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April 30, 2015

TO: Parks and Recreation Commission

FROM: Karen Murphy, Director of Public Services

SUBJECT: Notes for Meeting of May 6, 2015

Barstow Woods follow up discussion:

At the March Parks Commission meeting, resident Jan Zanyck addressed the Commission with a request to complete the gaps in the fence at Barstow Woods to make the park safer for dogs. The Commission asked that I provide a cost estimate for the fence work as a first step in considering the request. I will provide this information and ask the Commission for additional direction on consideration of the request, including a plan to gather additional input from park neighbors as well as park users.

City Forest end of the season report: Marcie Post will report on the winter usage at City Forest as requested in the Parks Commission Annual Work Plan.

Beautification Advisory Committee Rules of Procedure: The Beautification Advisory Committee has made some changes to their attendance policy. As a subcommittee of the Parks Commission, these changes need to be formally adopted by the Commission. Marcie Post will share the background on the changes with you at the meeting.

Bandshell usage report: I will provide usage information on the bandshell as requested in the Parks Commission Annual Work Plan. PostPost

Project Reports:

- a. I will share progress on the Thrune Park improvements that are underway, including an upgrade to the water feature area and a replacement for the gazing balls.
- b. I will share pictures of the Fun Zone train and fire truck that are back in place at the Fun Zone.
- c. I will share a report on the Arbor Day tree planting event held in cooperation with the Dow Gardens

BEAUTIFICATION ADVISORY COMMITTEE RULES OF PROCEDURE

- 1) Purpose. The Midland Beautification Advisory committee encourages the development of aesthetics in the City of Midland by recognizing the community in beautification projects and their outstanding contributions that are readily visible to the public.
- 2) Membership
 - a) Attendance. Members cannot miss more than 50% of regular scheduled meetings in a calendar year. It is important to attend all meeting for group discussion. In addition, members MUST be available to complete the Appreciation of Beautification Awards process.
 - b) Conflict of Interest
 - i) Committee members cannot receive an award in any category for any property they own while serving on the Committee.
 - ii) Committee members cannot nominate projects in which they have been involved at any level.
 - iii) If a project has been nominated in which a committee member is involved, the committee member must abstain on that vote.
 - c) Residency Requirement
 - i) All members of boards, commissions and committees created pursuant to the Charter of the city or the provisions of this Code shall hold office during the term for which they are appointed; provided, however, that should any member of any such board, commission or committee cease to be a resident of the city, the position on said board or committee shall immediately be deemed vacant and the individual shall no longer serve on such board, commission or committee, unless the Director of Public Services decides to continue a beautification committee member for the balance of their term.
 - d) Removal from the Committee
 - i) Violation of the attendance policy described in section 2.a.
 - ii) Not completing or submitting zone assignment by August 1st deadline.
 - iii) Not meeting minimum criteria
 - iv) Any member wishing to resign from the committee should submit a letter in writing to the Director of Public Services with as much advance notice as possible.
- 3) Officers
 - a) Selection - At the October meeting, the Committee shall elect from its membership a Chair and a Vice Chair. The Secretary is a position provided by the staff liaison.
 - b) Tenure - The Chair and Vice Chair shall take office in January of the following year of their selection and shall hold office for a term of one (1) year. Officers shall be eligible for re-election.
 - c) Duties

i) Chair

- (1) Preside over all Beautification Advisory Committee meetings. If not available, arrange for Vice Chair or another committee member to preside.
- (2) Prepare agenda for monthly Beautification Advisory Committee meetings and relay to the committee secretary at least one week prior to the meeting.
- (3) Review minutes of each meeting with the Secretary prior to distributing the minutes to committee members.
- (4) Work with subcommittee chairpersons to assist in the completion of all Beautification Advisory Committee programs.
- (5) Keep the Advisory Committee informed of all pertinent matters relative to beautification in the City of Midland.
- (6) Interface with the Director of Public Services and the Parks and Recreation Commission as needed on beautification issues and programs.
- (7) Preside at the annual Appreciation of Beautification Awards Program held at City Hall on the first Thursday in November. If not available, arrange for the Vice Chair or another committee member to preside.
- (8) Research any Bette R. Tollar Civic Commitment and Special Category Award nominations and provide appropriate documentation for the award. This may involve working with other community leaders in researching the nomination to assure that the award criteria are met. Present the Bette R. Tollar Civic Commitment Award at the annual Appreciation of Beautification Awards Program and at a follow-up City Council meeting. Notify Bette Tollar of Civic Commitment and Special Category Awards.
- (9) The Chair should actively participate in zone assignments.
- (10) The Chair will rotate with the Vice Chair on being on the Make Midland Beautiful subcommittee one year and Appreciation of Beautification Awards subcommittee the next year.
- (11) Prepare nomination of Bette R. Tollar Civic Commitment award winners to Keep Michigan Beautiful, Incorporated for their annual awards program.

ii) Vice Chair

- (1) Preside at Beautification Advisory Committee meetings in the absence of the Chair.
- (2) Preside at the annual Beautification Awards Program in the absence of the Chair.
- (3) Assume the duties of Chair in the event of absence by the elected Chair and act in this capacity until the next vote of the committee to fill the Chair position.
- (4) Attend and present Appreciation of Beautification Awards as assigned by the committee Chair.
- (5) Update and revise the Procedures Manual as needed. A yearly review of policies, procedures and objectives is suggested in April. Manual sections will be revised and distributed to all committee members following committee adoption of changes.

- (6) The Vice Chair should actively participate in zone assignments.
- (7) The Vice Chair will rotate with the Chair on being on the Make Midland Beautiful subcommittee one year and Appreciation of Beautification Awards subcommittee the next year.
- (8) Prepare nomination of Bette R. Tollar Civic Commitment award winners to *Keep Michigan Beautiful, Inc.* for their annual awards program.

iii) Secretary

- (1) Work with the Chair and Vice Chair to format agendas for all monthly meetings.
- (2) Record all business at meetings and provide a copy of the minutes to the committee for review within one week of the meeting date.
- (3) Record meeting attendance and be the contact person for members to call or email if they are unable to attend a designated meeting. The Secretary will then inform the Chairperson of those unable to attend prior to the meeting, to ensure there is a quorum.
- (4) Send agendas, minutes and other meeting materials to committee members each month, approximately one week prior to the meeting date.
- (5) Post meeting agenda per the Open Meetings Act prior to meeting date.
- (6) Send agenda and meeting minutes to Beautification Advisory Committee, City Staff, City Manager's Office.
- (7) If unable to attend a meeting, arrange with another committee member to take minutes.

d) General Membership

- i) Whenever possible, membership on the committee shall consist of a balance of both men and women with varying backgrounds.
- ii) Each member will serve and actively participate on a subcommittee (i.e. Make Midland Beautiful or the Annual Appreciation of Beautification Awards Program) or other duties/projects as assigned by the Beautification Advisory Committee. Time commitment varies for each project:
- iii) Advisory Committee Members are rotated through 9 areas of the City and are required to review every street in their assigned area each year, to seek out and write up 4 – 6 nominations and take photographs. The time commitment varies but nomination writing and photography of your nominations can require approximately 30 hours of work.
- iv) Advisory Committee Members are required in August to visit every address nominated, in preparation for voting day in September. Typically there are 70 – 80 total nominations each year. Visiting all nominations can take up to 15 hours of work.
- v) Advisory Committee Members will participate in the televised annual Appreciation of Beautification Awards Program on the first Thursday evening in November, at City Hall, as presenters and hosts. Presenters will write their own brief presentation scripts for the awards assigned to them. Preparation for the awards program is

approximately 4-5 hours. The awards program itself takes approximately 3-4 hours.

- vi) Committee Members provide refreshments at the annual Appreciation of Beautification Awards program. Each member will provide refreshments.
 - vii) Members are encouraged to participate in any Midland or regional efforts in land use, zoning, infrastructure improvements, environmental and conservation addition or remediation to make sure that the site aesthetics are given proper consideration. Members should encourage residents and businesses to participate in the beautification of their homes or businesses. This active campaign by members will encourage residents to project a positive image of Midland in their personal surroundings.
- e) Special Dates for Committee Members:
- (1) April-Putting up and taking down Make Midland Beautiful posters at a local venue.
 - (2) May-The school representatives chosen from the Make Midland Beautiful Art Celebration will be honored at a City Council Meeting in May.
 - (3) August-All nominations are due by August 1st.
 - (4) September-Voting on beautification nominations is done the Monday following Labor Day.
 - (5) November-The annual Appreciation of Beautification Awards Program is held the first Thursday evening in November.
- f) Vacancies
- i) In the event that the office of both the Chair and Vice Chair becomes vacant, the Committee shall elect an alternative Chair to serve until the next regularly scheduled election of officers.
 - ii) In the event that both the Chair and Vice Chair are absent from a meeting of the Committee, the members present shall designate a member of the Committee as acting Chair for that meeting.
- 4) Regular Meetings
- a) Meetings are held the third Monday of each month from 10:30-11:30am, at City Hall.
 - i) Members should make every effort to attend all monthly meetings.
 - ii) Members should contact the secretary prior to the meeting if unable to attend.
 - b) Public Meetings
 - i) All regular and special meetings, hearings, records and accounts shall be open to the public. The following procedures shall apply for public comment during all regular and special meetings.
 - ii) Public comments may be received on other agenda items and new business at the appropriate time during the meeting. Where determinations of appropriateness of comments are necessary, the decision will be made by the Chair.

- c) Quorum - At all meetings of the committee a quorum shall consist of a majority of current membership of the Committee.
- d) Motions - Motions shall be restated by the Chair, Vice Chair or Secretary before a vote is taken. The name of the maker of the motion and its second shall be recorded in the minutes of the meeting.
- e) Parliamentary Procedure - Parliamentary procedure in committee meetings shall be guided by "Robert's Rules of Order Newly Revised, 10th edition (2000) or as amended."
- f) Proceedings - At any regular meeting of the Committee, the following shall be the regular order of business:
 - i) Roll Call
 - ii) Approval of Minutes
 - iii) Horticulturist Report
 - iv) Make Midland Beautiful Program
 - v) Appreciation of Beautification Awards Program
 - vi) Old Business
 - vii) New Business
 - viii) Adjourn
- g) Rules Amendments. These rules or any part of thereof may be amended by the Director of Public Services at any regular or special meeting of the Committee by a two-thirds vote of the entire current Committee.